



UNITED STATES MARINE CORPS

Marine Corps Base
PSC Box 20004
Camp Lejeune, North Carolina 28542-0004

BO 4450.4A
BISS/PMO

17 SEP 1998

BASE ORDER 4450.4A

From: Commanding General
To: Distribution List

Subj: STORAGE OF PRIVATELY OWNED VEHICLES OF DEPLOYED PERSONNEL

Ref: (a) DoD Directive 4160.21M (NOTAL)
(b) Title 10, U.S. Code, Section 2575 (NOTAL)

Encl: (1) Vehicle Storage Record

1. Purpose. To publish instructions for the operation of a storage lot aboard Marine Corps Base (MCB), Camp Lejeune, North Carolina, to be utilized by unaccompanied, deployed personnel while assigned to Camp Lejeune.

2. Background. The privately owned motor vehicles of unaccompanied personnel deployed with U.S. Marine Corps units are frequently left aboard Camp Lejeune while their owners are temporarily absent. This Order establishes a temporary storage lot where unaccompanied personnel will be permitted to store their privately-owned motor vehicles during their absence on deployment.

3. Cancellation. This Order cancels BO 4450.4.

4. Definitions

a. Unaccompanied. Personnel are considered to be unaccompanied when assigned to duty with units based at Camp Lejeune, North Carolina, without dependents. Geographical bachelors are included in this definition.

b. Legal Owner. The legal owner is the registered owner of the motor vehicle, to include leasees and permittees who are allowed to register their motor vehicles for use aboard Camp Lejeune.

5. Action

a. The fenced lot located off Parachute Tower Road (old drive-in theater), MCB, is designated as the privately owned vehicle storage lot. The operation, maintenance, and security of this lot will be the responsibility of the Provost Marshal, MCB, Camp Lejeune.

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b. By permitting deployed personnel to store their privately owned vehicles at the storage lot, the Commanding General, MCB, Camp Lejeune grants such personnel a license to park but does not undertake to become the bailee of those vehicles.

c. The parent command (battalion/separate company) of personnel who are deploying will ensure that an officer/staff non-commissioned officer (SNCO) accompanies the person(s), taken in groups, who are to utilize the storage lot. The officer/SNCO will perform the following duties:

(1) Verify that all motor vehicles going into the storage lot are the personal property of deploying personnel.

(2) Be present at the lot as the motor vehicles are being admitted or released.

(3) Will actively participate in a joint inspection of all motor vehicles that enter or leave the lot with a representative from the Provost Marshal's Office (PMO).

(4) Countersign the Vehicle Storage Record, Enclosure (1), to be completed for each vehicle entering or leaving the storage lot.

d. The parent command is responsible for providing personnel to assist in vehicle inspections. The number of motor vehicles to be stored determines the number of personnel to assist with the inspections. The ratio is at least one SNCO per 10 vehicles.

e. Direct liaison will be established to coordinate the receipt and release from storage of vehicles between the parent command and the Staff Noncommissioned Officer in Charge (SNCOIC) of PMO's Vehicle Storage Lot.

f. The legal owner of the motor vehicle to be stored must be present at the time it is being received in the PMO Vehicle Storage Lot. Proof of ownership or notarized authorization to operate and store the vehicle (power of attorney) must be presented. Exceptions will be handled case by case.

g. The owner or authorized representative is responsible to prepare his/her vehicle for storage and release. Minimum preparation includes disconnecting the battery cables and removing the hubcaps and storing them inside the vehicle. A strong antifreeze concentration and a low fuel level are recommended. All personal property not organic to the vehicle will be removed before acceptance and storage. All vehicles must be in compliance with both State and Base regulations and will possess the following,

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which will be valid upon entering the PMO Vehicle Storage Lot, and can be updated when the owner of the vehicle returns from deployment, with the exception of the vehicle insurance which will remain current:

- (1) Valid state registration
- (2) Valid Base registration
- (3) Valid state safety inspection
- (4) valid insurance

h. The vehicle owner or authorized representative will personally park the vehicle and thereafter turn over a set of keys to the lot attendant.

i. PMO vehicle storage lot attendants will not take any affirmative measures to maintain the condition of motor vehicles at the time of storage.

j. A copy of enclosure (1) will be kept on file at PMO. The duplicate copy will be given to the owner or unit representative on the scene at the PMO vehicle storage lot. This form constitutes proof of receipt of the motor vehicle.

k. No vehicle will be released from the storage lot without authorization from the legal owner's parent command. This also pertains to personnel on emergency leave.

l. A motor vehicle will not be released to any person other than the legal owner or authorized representative except under the conditions specified in paragraphs n, o, and p below. Exceptions will be handled on a case-by-case basis.

m. Submission of claims against the government for damage sustained by the stored vehicle due to natural or unforeseen circumstances is the responsibility of the vehicle owner's parent command.

n. Vehicles not claimed when a unit returns from deployment due to abandonment by the owner or when the owner is in an unauthorized absence or deserter status will be verified with the parent command and disposed of in accordance with references (a) and (b).

o. The parent command is responsible to effect disposition of stored motor vehicles belonging to deceased personnel.

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p. The Provost Marshal or his designated representative will consult with the Base Staff Judge Advocate (BSJA) before either relinquishing or denying possession of a stored motor vehicle to someone other than the deployed Marine who stored the vehicle.


q. Within 15 working days of returning from deployment the parent command is responsible to ensure that all vehicles are removed from the storage lot.

r. The storage lot attendant is not authorized to release vehicles damaged while in storage without first conferring with the Provost Marshal.

6. Contingency Operations. Personnel deployed under contingency operations, congressional action or presidential callup as defined under Section 688, 12301(a), 12302, 12304, 12305, 12406 of Title 10, or any other provision of law during war or National Emergency are authorized "Commercial Storage" of their POV if deployed in excess of 30 days. Personnel requesting commercial storage of their POV under the above cited conditions should contact the Base Traffic Management Office (TMO) at 451-2377, Extension 210 prior to making any commercial storage arrangements for their POV. Note: The Unit Deployment Program is not considered as contingency deployment.

7. Concurrence. This Order has been coordinated with and concurred with the Commanding Generals, II Marine Expeditionary Force; 2d Marine Division, 2d Force Service Support Group, and the Commanding Officers, Marine Corps Air Station, New River; Naval Hospital, and Naval Dental Clinic.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


B. A. GOMBAR
Chief of Staff

DISTRIBUTION: A

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VEHICLE STORAGE RECORD

MAKE		MODEL	COLOR	NO. OF CYLINDERS
YEAR	MILEAGE	LICENSE NO. (Yr. State)	HORSEPOWER OR CUBIC INCH DISPLACEMENT	
BASE DECAL	FUEL <input type="checkbox"/> Gas <input type="checkbox"/> Diesel	VIN NO.	NO. OF AXLES	
TYPE OF VEHICLE <input type="checkbox"/> Passenger Vehicle	<input type="checkbox"/> Ambulance <input type="checkbox"/> Truck	<input type="checkbox"/> Tractor <input type="checkbox"/> Trailer	<input type="checkbox"/> Semi-Trailer <input type="checkbox"/> Bus	<input type="checkbox"/> Motorcycle <input type="checkbox"/> RV
BODY STYLE <input type="checkbox"/> Coupe <input type="checkbox"/> Station Wagon <input type="checkbox"/> Pickup <input type="checkbox"/> Panel <input type="checkbox"/> Rack <input type="checkbox"/> Carryall <input type="checkbox"/> Camper <input type="checkbox"/> Hardtop Sedan 2-Door <input type="checkbox"/> Hardtop Sedan 4-Door <input type="checkbox"/> Convertible <input type="checkbox"/> Van <input type="checkbox"/> Stake <input type="checkbox"/> Flatbed				NO. OF WHEELS
				BUS (Passenger capacity)
				TRUCK (Mfg Rated capacity)
REGISTERED OWNER (Name, Rank, SSN)				

INSURANCE COMPANY (Full Address) and Policy Number

COMMAND AUTHORIZING STORAGE - COMMANDING OFFICER

INVENTORY AND CONDITION OF VEHICLE WHEN STORED

DOORS AND TRUNK: LOCKED ☐ KEYS IN CAR ☐ KEYS IN PROPERTY ROOM ☐ OTHER

(USE CONDITION SYMBOL 1 - FOR EXCELLENT - 2 - GOOD - 3 - FAIR - 4 - POOR - 5 - CONSTRUCTIVE TOTAL)

V	DAMAGED	CONDITION	V	DAMAGED	CONDITION	V	DAMAGED	CONDITION
FRONT END			ENGINE			SPARE TIRE		
LF			RADIATOR			LR TIRE		
LF DOOR			ALTERNATOR			RR TIRE		
LR DOOR			BATTERY			RF TIRE		
LR			AC			LF TIRE		
REAR END			RADIO			GLASS		
RF			TAPE DECK			C.B. RADIO		
RF DOOR			HUB CAP			C.B. ANTENNA		
RR DOOR			WHEEL COVER			FT SEAT(s)		
RR			DRIVE TRAIN			REAR SEAT		
HOOD			JACK			HEADLINER		
TOP			TOOLS			FLOOR MATS		
REAR LID			GASOLINE			CARPET		

REMARKS: LIST ADDITIONAL DISCREPANCIES ON REVERSE SIDE OF THIS FORM

(USE SUPPLEMENTARY REPORT FOR ANY DETAILS NOT LISTED ON THIS PAGE)

REPORT MADE BY	DATE	TIME
THE ABOVE VEHICLE HAS BEEN RELEASED TO ME AND I FOUND IT'S CONDITION TO BE AS INDICATED ABOVE.		
SIGNED	DATE	TIME

ENCLOSURE (1)

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I have participated in the inspection of this vehicle and do certify that it's condition has been correctly indicated on the Vehicle Inspection Report.

VERIFYING OFFICER'S SIGNATURE	PRINT NAME	RANK	SOCIAL SECURITY NO.

EXIT FROM STORAGE

I have participated in the inspection of this vehicle and have examined the Entry to Storage inspection report and do certify that the vehicle's condition has been correctly indicated on this vehicle inspection report. I further certify that there were/were not any discrepancies to report between this inspection and the Entry to Storage Inspection Report.

VERIFYING OFFICER'S SIGNATURE	PRINT NAME	RANK	SOCIAL SECURITY NO.

IF DISCREPANCIES WERE NOTED, INDICATE THE ICR NUMBER: _____

WERE ADDITIONAL PHOTOS OF THE DAMAGE TAKEN? YES _____ NO _____

LIST ALL ADDITIONAL DISCREPANCIES:

IMPOUND ATTENDANT

ENCLOSURE (1)